

PERSONNEL BOARD
MINUTES
Wednesday, February 10, 2016

A meeting of the Personnel Board was held in the Administration Building, 22 Monument Avenue, 2nd Floor Conference Room on Wednesday, February 10, 2016.

Attendance - Jennifer Buras, Maureen Thomsen, Peter McCarriston & Nancy Lord, Human Resources Director.

The meeting was called to order at 8:35 am.

Votes of the Board

- *Re-organization of Board Members*-The Board voted unanimously on a motion made by Maureen Thomsen and seconded by Peter McCarriston to appoint Jennifer Buras as Chair. The Board voted unanimously on a motion made by Maureen Thomsen and seconded by Jennifer Buras to appoint Peter McCarriston as Vice Chair. Nancy Lord to remain as Clerk.
- *Minutes of 3/12/15*-The Board voted unanimously on a motion made by Maureen Thomsen and seconded by Peter McCarriston to approve the meeting minutes of 3/12/15.
- *Article VII, Longevity* - After a brief discussion, the Board voted unanimously on a motion by Peter McCarriston and seconded by Maureen Thomsen to add the following language to Article VII, Section 2. "Years completed as of January 1 will determine length of service for longevity payment. Employees', whose service is terminated or voluntarily resign prior to January 1, shall not be entitled to longevity payment." This addition is for clarification purposes.
- *Article IV, Vacation Leave* – After a brief discussion the Board voted unanimously on a motion by Maureen Thomsen and seconded by Peter McCarriston to add the following language to Article IV, Section 8. "There shall be no pro-ration of vacation accrual for less than full months of service." This addition is for clarification purposes.
- *Salary & Classification Plan* – Nancy Lord discussed the addition of a Conservation Commission Secretary as a stipend position. The Town Administrator has proposed adding a clerical position for the Planning Department to handle the daily clerical functions of Planning, Zoning and Conservation matters. However, the Town has had a difficult time trying to find qualified applicants to attend Planning, Zoning and Conservation Commission meetings as well as prepare meeting minutes. These stipend positions would be a separate function from the proposed clerical position. The Board also discussed the current minimum wage the Town is paying (\$8/hr). MA Municipalities are exempt from following state minimum wage. The Board would like more information on this prior to voting on the Salary & Classification Plan. Tabled.
- *Disbanding the Personnel Board* – The Board would like to have the Town Administrator speak to this prior to taking a vote. Tabled.

New & Old Business

Flex Time- There was discussion around allowing employees under the Policy to use flex time for such things as doctor's appointments etc. Given that employees are afforded vacation and personal leave throughout the year, the Board voted unanimously on a motion made by Maureen Thomsen and seconded by Peter McCarriston that the policy maintain status quo on flex time.

Adjournment

- The Board voted unanimously on a motion made by Maureen Thomsen and seconded by Jennifer Buras to adjourn the meeting at 9:17 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nancy A. Lord". The signature is written in a cursive style and is positioned over the printed name.

Nancy A. Lord
Clerk

APPENDIX A
TOWN OF SWAMPSCOTT
POSITION CLASSIFICATION PLAN
FOR EMPLOYEES

Grade V

Director of Public Works

Grade IV

Assistant Assessor
Council on Aging Director
Director of Community Development
Director of Information & Technology
Facilities Director
Human Resources Director
Inspector of Buildings
Library Director
Public Health Director
Recreation Director
Town Accountant
Town Clerk
Treasurer/Collector

Grade III

Assistant Town Accountant
Administrative Assistant to the Town Administrator
Assistant Council on Aging Director
Assistant Engineer
Assistant Library Director
Assistant Treasurer/Collector

Grade II

Benefits Coordinator
Facilities Coordinator
Local Building Inspector
Outreach Worker
Public Health Nurse

Grade I

Administrative Assistant
Data Entry Clerk
Program Coordinator
Van Driver

Grade S

Animal Control Officer
Appeals Board Secretary
Assistant Electrical Inspector
Assistant Plumbing Inspector
Conservation Commission Secretary
Emergency Management Director
Finance Committee Secretary
Harbormaster
Municipal Hearing Officer
Parking Clerk
Planning Board Secretary
Plumbing/Gas Inspector
Veteran's Agent
Wiring Inspector

Grade H

Temporary Seasonal (professional)
Temporary Seasonal (non-professional)

APPENDIX B
Town of Swampscott
SALARY CLASSIFICATION PLAN FOR EMPLOYEES
As of July 1, 2016

<u>Grade</u>			
V-I (Salaried)	Min	Mid	Max
V	\$74,623	\$93,279	\$119,396
IV	\$56,736	\$70,920	\$100,422
III	\$44,266	\$55,333	\$75,253
II	\$43,921	\$54,901	\$72,469
I	\$31,311	\$39,139	\$50,098

<u>Grade</u>	Annual Compensation
S (Stipend)	
Animal Control Officer	\$16,235
Appeals Board Secretary	\$2,187
Assistant Electrical Inspector	\$1,263
Assistant Plumbing Inspector	\$1,263
Conservation Commission Secretary	\$ 500
Emergency Management Director	\$1,105
Finance Committee Secretary	\$2,520
Harbormaster	\$7,983
Municipal Hearing Officer	\$2,500
Parking Clerk	\$1,739
Planning Board Secretary	\$2,187
Plumbing/Gas Inspector	\$25,223
Veteran's Agent	\$11,094
Wiring Inspector	\$24,212

<u>Grade</u>	Min	Mid	Max
H (Hourly)			
Temporary/Seasonal/Part-Time Non-Professional-no certifications or special training required to perform the functions of the position (i.e. Library Pages, Recreation summer hires, DPW summer Laborers, Other)	\$8.00	\$10.00	\$12.00
Temporary/Seasonal/Part-Time Professional-certifications and/or special training may be required to perform the functions of the position (i.e. Police Reserves/Special Police Sailing Director, Head Lifeguards, Other)	\$10.00	\$20.00	\$30.00

**The Town Administrator/BOS maintain the discretion to hire new employees and/or retain current employees below the minimum salary classification for any grade.